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TO : Chief of Logistics

JAN 20 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operations (continued item) -- Plant operations are generally normal. Special and rush requests have not been abnormal and normally schedules are being met satisfactorily.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- Our supplemental request for additional acoustic tile on the walls and ceiling was forwarded to GSA for an estimate by RE&C on Monday. In the meantime carpenters and electricians continue their phase of the work; now approximately 60% complete. Mr. Turner, GSA Regional Inspector, advises that his office has not yet received approval from CIA to go ahead with the transformer room. A follow-up with RE&C will be made.

b. Securing the Large Press Room (continued item) -- Contract Section, PD, advises that a tentative date of 31 January 1955 has been set for the contractor to install the ADT system.

c. Painting of Cafeteria (continued item) -- RE&C advises that this will probably be accomplished at the same time the motion picture facilities are painted.

3. OTHER ITEMS OF INTEREST

[REDACTED]

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proofs pulled. The proofs are to be ready for a departing courier on Tuesday. This is a time consuming and complicated job and overtime will undoubtedly be necessary to meet the deadline.

b. Rush Work (continued item) -- The schedule for the rush ORR report mentioned in last weeks report was missed by one day. ORR was previously advised and agreed to the delay. ORR now has 11 reports in the Plant, 2 advanced copies are at ORR for final approval and 4 reports were completed during the week.

ORR Cartographic Division, prompted by the needs of OCI, has requested a 7 overlay, 3 color map be printed in two days. The map will be photographed, printed and delivered by Thursday afternoon, 20 January 1955, to be included in an OCI report.

Cartographic Division has asked top priority on 30 photographs to be copied. This is interfering somewhat with regularly scheduled work in our 8x10 enlarging room.

c. Printing of Supplemental Newspaper Clippings (continued item) -- This project has not begun since RQM/OIS has not approved the format of the cover page of this publication. As soon as approval is granted the lay sheet will be printed and then the project can begin.

d. Dissemination of Agency Regulatory Issuances (continued item) -- No change.

e. [REDACTED] (continued item) -- The problem of blank pages in [REDACTED] has largely been rectified by hand elimination. This procedure is wasteful in paper and manpower, however, there seems no other solution as long as GPO paper is used. Requisitions have been submitted for A. B. Dick paper which under test proved superior to GPO paper. The procurement of the A. B. Dick paper will eliminate waste of manpower and

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paper. Until such time as A. B. Dick paper is procured or some other major change is noted in this matter, this item will not be reported again.

f. AFOIN Maps for OCI (continued item) -- The first unit of 24 maps of Series II and III has been printed and forwarded to bindery. Col. Stadermann of the Air Force is giving instructions on trimming and punching today. The second unit of 24 maps consisting of 56 overlays is now being printed.

g. NEA Support (continued item) -- [REDACTED] NEA has decided affirmatively on the printing of the material in [REDACTED]. However, the job now turns out to be 66 pages instead of 100 and the scheduled date of publication is 15 March 1955. This job will be set linotype on 22 pica lines and printed on a 5x7 format. Since ample time is allowed for production this item will not be reported again unless unforeseen facets arise.

h. OCD Orientation (continued item) -- A program designed to orient approximately 80 OCD persons in the printing aspects of the batch system is underway. A three day period has been scheduled with two daily trips to the plant at [REDACTED]. Two groups of 8 people each are shown the press room in the morning and in the afternoon of each of the three days.

i. FDD Biographic Cards (new and complete) -- A meeting was held with FDD representatives to discuss an added requirement on Eastern European Biographic cards. It was found that this requirement is in addition to the present USSR Biographic card project and that it creates a new distribution list. P&RD agreed to the acceptance of this program to be accomplished in "K" Building plant with the proviso that no additional requirements in this type of work will be made without adequate support for additional personnel.

#### 4. SPECIAL PROBLEMS

a. None.

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